

Administrative Services Director 2 (Working Title: Director, Office of Procurement)

SUMMARY: Under the supervision of the Assistant Commissioner for Finance and Administration, this position is responsible for overseeing Department of Human Services (DHS) Office of Procurement, the unit with responsibility for procuring all goods and services (including personal, professional, and consulting services) property management, forms and publications, telecommunications, building mail operations, fleet management, and records management.

DISTINGUISHING FEATURES:

1. Ensure that all procurements are carried out in compliance with purchasing law, rule, policy, and processes in a fiscally responsible, timely, professional, and customer friendly manner.
2. Oversee the development and successful management of all Requests for Proposals (RFPs) or other procurements, including being actively involved on a continuum from providing consultation and technical advice to actually developing and coordinating RFPs.
3. Represent the Department as a liaison to external approvers and stakeholders such as the Central Procurement Office, the Department of General Services, the vendor community, the Comptroller's Office of Management Services-Procurement Oversight, etc.
4. Provide support and oversight to insure accountability for DHS property, including the completion of annual physical inventory and disposal of surplus items, in accordance with applicable laws, rules, and policies.
5. Oversee the management of fleet vehicles utilized by the Department of Human Services.
6. Provide support and oversight to ensure that the Department's telecommunications needs are met
7. Oversee mail operations for the Citizens Plaza Building
8. Oversee the provision of other business services, such as supplies distribution for the DHS Central Office, ID badges, and shredding.
9. Provide support and oversight for managing DHS records
10. Providing technical assistance to DHS staff regarding all functions of the Office of Procurement, particularly contractual matters, collaborating with internal stakeholders, and providing training to department personnel, especially with regard to contracts and procurements
11. Supervision of a staff of sixteen, with multiple roles and job functions, while fostering team work, accountability, and staff development and providing active support and technical assistance as needed

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to understand and oversee implementation of multiple laws, rules, and policies across a variety of program areas. Ability to think critically and analytically, to exercise good judgment in evaluating complex situations and to problem solve. Ability to plan, allocate resources, set time lines, and benchmark progress to ensure completion of work. Ability to multi-task. Ability to collaborate with a wide variety of external and internal stakeholders. Ability to provide information, training, and technical assistance. Ability to manage both processes and people. Strong communication skills, both

written and oral. Ability to do research and to collect and synthesize information from a variety of sources. Knowledge of business principles. Willingness and ability to drive continuous improvement within the organization. Ability to provide vision and direction and to motivate staff to stretch and strive to meet the department's mission. Strong organization skills. Ability to give attention to detail. Strong interpersonal skills.

EDUCATION AND EXPERIENCE: The person appointed to this position must exemplify all the core competencies expected of Finance and Administration Director, Office of Procurement including a Bachelor's degree from an accredited university. Preferred B.S. degree in business administration, accounting or finance OR Master's Degree in Business Administration or Public Administration. Experience: Required: Minimum of five years work experience, with demonstrated increasing responsibility. Minimum of two years supervising staff, with demonstrated ability to coalesce individuals into a team. Computer literacy, including the ability to use Microsoft Office programs proficiently. Preferred knowledge of Tennessee procurement laws, rules, policies, and business processes. Experience in developing and coordinating large scale Requests for Proposals. Experience in writing and/or managing contracts. Working knowledge of federal grants and state grant contracts. Experience in state government. Experience in an Enterprise Resource Planning (ERP) System, such as Tennessee's Edison (PeopleSoft) System.

COMPENSATION INFORMATION: \$55,776-\$80,040 annually- Negotiable-Commensurate with Qualifications.

HOW TO APPLY: Applicants may log on to the DHS website at: www.tn.gov/humanserv/ and click on Jobs@DHS. Resumes can be emailed to Zenola.Diggs@tn.gov and must be received by 5:00p.m. on or before July 31, 2012. **No phone calls please.**